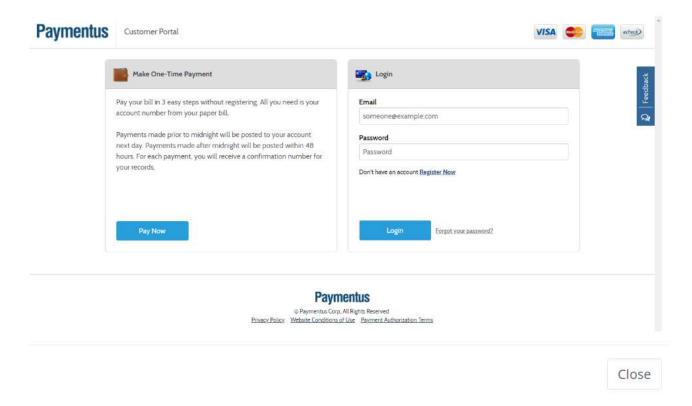
How To: Add an Account in Customer Portal

Before your begin registering for a new account, please make sure you have your Account ID and Customer ID numbers. You can find this on your billing statement or by contacting the City at (801) 446-HELP.

- 1. Enter your customer portal *Email* and *Password*. (Same one used for Utility Billing)
- 2. Then, click Login.



- 1. If this is the first time using the Customer Portal, you will automatically be taken to the *Add Account* screen.
- 2. Click on the payment type (Animal License).
- 3. Enter the *Account ID-Customer ID* (including the dash). If your Account ID is 9999 and Customer ID is 999998, you would enter 9999-99998.
- 4. Select the checkbox next to I agree to the Payment Authorization Terms.
- 5. Click on the Add Account button.
- 6. Once completed, click **Back to Accounts** to see the details of your newly added account.
- 7. Click *Add Account* to add another account or Log out to end the session.

Please note: The City does not currently offer E-Bill options or reoccurring payments for animal licenses at this time.

Add Account
Account Information
Payment Type
O Vtility
Animal License
General Billing
Please enter your Account - Customer ID number, including the dash, as shown on your bill.
Account Number
The Account ID is 4 digits and Customer
Account Alias (optional)
Enter a descriptive name (optional)
Terms & Conditions
Read the Payment Authorization Terms
I agree to the Payment Authorization Terms.
Back to Accounts Add Account